Kentucky Information Technology Standards (KITS)
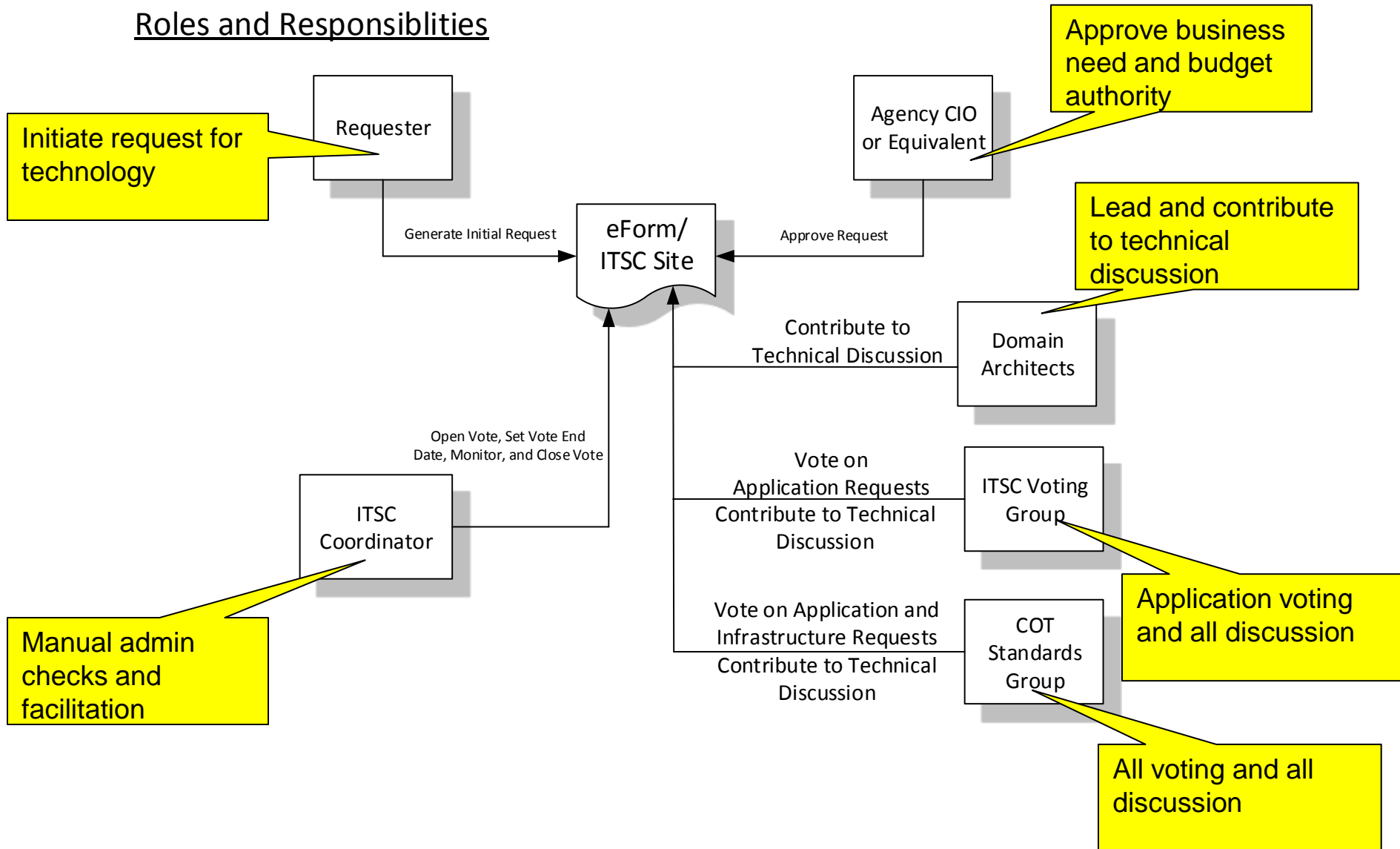# Exception Request eForm User Guide

July 24, 2015

Introduction

- KITS eForm replaces paper form
- This guide walks through Requester and Agency Approver screens
- Processing eForm for Request for KITS Addition, Modification or Exception
  - E-Mail Communication
    - Requestor (Submission, Approval, Status, Disposition)
    - Agency CIO / Approver (Approval, Status, Disposition)
    - ITSC Coordinator
    - Voting Group (Voting Open, Disposition)
    - Domain Architects (Disposition)

KITS eForm/ITSC Site Roles

Roles and Responsiblities

Initiate request for technology

Requester

Agency CIO or Equivalent

Approve business need and budget authority

Generate Initial Request

eForm/ ITSC Site

Approve Request

Lead and contribute to technical discussion

Contribute to Technical Discussion

Domain Architects

Open Vote, Set Vote End Date, Monitor, and Close Vote

Vote on Application Requests Contribute to Technical Discussion

ITSC Voting Group

ITSC Coordinator

Application voting and all discussion

Manual admin checks and facilitation

Vote on Application and Infrastructure Requests Contribute to Technical Discussion

COT Standards Group

All voting and all discussion

Kentucky.gov

Commonwealth Office of Technology
Information Technology Standards Committee
Exception/Addition/Modification Request Form

COT-F027
Revised for Electronic Submission - March 2015
Sent to the **Information Technology Standards Committee** upon Submission
ITSC Exception Request eForm Instructions

**Link to field by field
ITSC Exception Request
eForm Instructions**

*Indicates a Required Field

**Requester
initial
screen**

REQUEST INFORMATION	
Request Type	▼
Request Date	7/24/2015 📅
Requesting Agency	* ▼
Business Unit:	▼
	Can't find Requesting Agency? Click Here
Requested By	Michal, Terry
Contact Info	| 502-564-6478 x2685
Agency CIO or Equivalent	▼
	The exception request must be approved by the agency's highest ranking IT officer, usually the ITO or CIO, before the request goes to the ITSC Committee.
Agency BRM:	

REQUEST	
EAS Domain	▼
EAS Standard	▼
KITS Domain Area Category:	

Kentucky.gov

REQUEST INFORMATION

Request Type	▼
Request Date	7/24/2015
Requesting Agency	* ▼
Business Unit:	▼

Can't find Requesting Agency? Click Here

Requested By	Michal, Terry
Contact Info	| 502-564-6478 x2685
Agency CIO or Equivalent	▼

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Agency BRM:	

Select Request Type, Requesting Agency, Business Unit, and Agency CIO or Equivalent from drop-down lists

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Request Type Request Section

Kentucky.gov

REQUEST INFORMATION

Request Type	Exception ▾
Request Date	7/24/2015 📅
Requesting Agency	* ▾
Business Unit:	▾

Can't find Requesting Agency? Click Here

Requested By	Michal, Terry
Contact Info		502-564-6478 x2685
Agency CIO or Equivalent	▾

The exception request must be approved by the agency's highest ranking IT officer, usually the ITO or CIO, before the request goes to the ITSC Committee.

Agency BRM:	

EXCEPTION REQUEST

EAS Domain	▾
EAS Standard	▾
KITS Domain Area Category:	

Need help finding this information? Click Here

Technology/Product	

Was this issue/request placed on Hold during the Strategic Procurement Request (SPR) process? ○ Yes ● No

Was this issue discussed in an Internal Architecture Design Review meeting and/or an Information Technology Standards Committee meeting? ○ Yes ● No

BUSINESS CASE

After Request Type is selected, the Type Request Section is displayed

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Select EAS Domain, EAS Standard, and enter Technology/Product

Note: After choosing EAS Domain and EAS Standard, KITS Domain Area Category will be automatically filled for you

Example

REQUEST

EAS Domain	
EAS Standard	
KITS Domain Area Category:	

Need help finding this information? Click Here

| Technology/Product | |

REQUEST

EAS Domain	1000 - Hardware
EAS Standard	1460 - Notebook / Laptop Computers
KITS Domain Area Category:	I01.001.104 - Platform > Hardware > Personal Computer – Laptop

Need help finding this information? Click Here

| Technology/Product | TestKx2Lap |

EXCEPTION REQUEST

EAS Domain ▼

EAS Standard ▼

KITS Domain Area Category:

Need help finding this information? Click Here

Technology/Product

Was this issue/request placed on Hold during the Strategic Procurement Request (SPR) process? ◉ Yes ○ No

STRATEGIC PROCUREMENT REQUEST (SPR) PROCESS

Provide the Document ID (Strategic Procurement Request number) as referenced in the notice (email)

Was this issue discussed in an Internal Architecture Design Review meeting and/or an Information Technology Standards Committee meeting? ○ Yes ◉ No

BUSINESS CASE

If request placed on hold, then enter the Document ID

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EXCEPTION REQUEST

EAS Domain [▼]

EAS Standard [▼]

KITS Domain Area Category: [   ]

Need help finding this information? Click Here

Technology/Product [   ]

Was this issue/request placed on Hold during the Strategic Procurement Request (SPR) process? ○ Yes ● No

Was this issue discussed in an Internal Architecture Design Review meeting and/or an Information Technology Standards Committee meeting? ● Yes ○ No

REVIEW MEETING

Meeting Information
☑ IAD Review Meeting
☐ ITSC Meeting

IAD Meeting Date [   ]

ITSC Meeting Date [   ]

BUSINESS CASE

Provide meeting date if issue previously discussed in Internal Architecture Design Review and/or an Information Technology Standards Committee meeting

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BUSINESS CASE

Business Justification

Explain why this problem cannot be solved by using products or processes currently included in the KITS. In the justification, be sure to explore possible alternate approaches and explain why they would not be workable in this instance. Extra sheets can be attached if necessary.

Business and IT Implications, Benefits, and Consequences (Including Support Cost)

Discuss any special implications and consequences that would result from the approval of this exception. Also include a brief summary of the benefits that would be derived from approval.

Risk Mitigation

Describe the agency's plans for mitigating any special risks that would be present as a result of this exception being approved.

If relevant, provide URL of web site(s) where additional product information can be researched

If this request is for a specific product please list any web site URLs that would be helpful to the review committee during the research process. Be certain the URL is complete and accurate.

ATTACHMENTS

📎 Click here to attach a file

| Save Without Submit | Cancel | Submit |

Attach documents as necessary

Requester clicks Submit to submit form for Agency CIO approval

To retrieve "Save Without Submit" requests or to review/access your requests, click the Open Requests link on the Enterprise Architecture and Standards site:
https://cg.ky.gov/exe/EA/ITSC/_layouts/15/start.aspx#/Lists/ExceptionRequestForm/My%20Requests.aspx

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Agency Approver e-mail to approve request

From: Information Technology Standards Committee <DoNotReply@ky.gov>
To: Michal, Terry (CHFS OATS DIUS)
Cc: Kays, Kristi L (COT)
Subject: Agency Approval: Exception Boards and Commissions 954Test 7-24-15 2015-07-24
Sent: Fri 7/24/2015 9:56 AM

A Kentucky Information Technology Standards (KITS) **Exception** Request has been made by Kays, Kristi L (COT) and needs your approval.

Once this request has been approved by the agency's highest ranking IT officer or designee (in accordance with IT contact information provided to the Office of IT Service Management) it will be submitted to the Division of Enterprise Architecture, Office of Enterprise Technology for processing on behalf of the Information Technology Standards Committee (ITSC). If you approve this request, you and the requestor will be notified when the ITSC has begun deliberations and again when a determination has been made regarding this request.

Should the request be denied by the ITSC without agency concurrence, the decision can be appealed to the Commonwealth's Chief Information Officer.

Please click the following link for more information and to approve or deny the request:

Exception Boards and Commissions 954Test 7-24-15 2015-07-24

For help, or in the event you choose to withdraw this request, please direct questions to EAStandards@ky.gov.

Agency CIO or Equivalent
receives e-mail to approve request

ATTACHMENTS

📎 Click here to attach a file

AGENCY OFFICER APPROVAL

☑ By selecting this checkbox I,   **Michal, Terry**   ,
acknowledge I am the highest ranking IT officer of agency: .

| Approve | Cancel | Deny |

**Agency CIO or Equivalent
clicks the acknowledge checkbox
and then clicks the Approve or
Deny button.**

ITSC Coordinator receives e-mail to create the Voting and Discussion items

Requester also receives copy of Approved/Denied e-mail

Summary of Change

Summary:

- A paperless workflow replaces the current exception process and supports users and ITSC.

Impact:

- No change to procurement processes.

- No change to requirements to adhere to standards.

- New FEAF-based taxonomy for standards (new numbers).

- New paperless workflow for standards exception requests.